



Town of Arlington, Massachusetts
730 Massachusetts Ave., Arlington, MA 02476
Phone: 781-316-3000

webmaster@town.arlington.ma.us

Minutes 12/12/2011

Arlington Cultural Council

Minutes of Monday, December 12, 2011 Meeting

Robbins Library, 4th Floor Conference Room, Arlington, MA

Present: Margo Barrett, Karin Blum, Eliza Burden, Kurt Fusaris, Becky Holmes-Farley, Stephanie Marlin-Curiel, and Scott Samenfeld.

Absent: Anyahlee Canas, Sharon Shaloo

Stephanie called the meeting to order at 7:33 pm

ITEM 1 November 2011 minutes were reviewed and APPROVED.

ITEM 2 RFPs

· 2011-08 (Shari Craig) submitted 2 copies of her RFP. This was signed by Stephanie and was delivered to Sharon for payment

ITEM 3 Report on Outstanding 2011 Grants

· 2010-18 (Thompson School). Anyah needs to confirm that Thompson was given a deadline and they chose to miss it before their grant can be rescinded.

· 2011-03 (Gina Sonder). No RFP submitted yet. Eliza reported that Gina's final event (Le Café Parfait) is scheduled for Dec. 13 at 2:30 pm to provide a French-speaking opportunity for Ottoson students.

· 2011-13 (Aine Minogue). Hopes to have concert in late February. Margaret will make sure that Aine submits a letter prior to Dec 31 with a specific date for her performance.

2011-16 (Jocelyn Willet). Sharon will contact the Pierce School about their grant paperwork.

· 2011-25 (Simba Masai). Scott was told by this applicant that they will not be able to complete their project as planned so monies (\$350) will be revert to the ACC for re-granting next year.

ITEM 4 Final Voting on 2012 Grant Allocations

Since Sharon could not attend the meeting, she explained that she had submitted all necessary figures to the MCC re: 2012 grant recipients. The Council voted and APPROVED that the 14 awarded grant recipients would receive a total of \$11,505. Karin Blum reported she sent out the rejection letters and will get acceptance letters out in January. Liaisons will be assigned to each grant recipient in January. At that time, we will develop an Excel document identifying all 2012 grants, amounts rewarded, and assigned liaisons. Karin will email us when the acceptance letters have been sent and she will forward a sample liaison letter so we may contact recipients. As Corresponding Secretary, Karin will check the ACC yahoo email inbox monthly.

ITEM 5 Grant Cycle Feedback. Stephanie asked how it went and if people wanted to make any comments as to how to improve the system for next year. In general, people felt it went more smoothly than the previous year, presumably because there were fewer applications. Eliza reminded the group that people who recuse themselves from deliberation should leave the room so discussion is not hindered. Eliza will explore MCC to see if there are specific deliberation instructions. Re: the application itself, Sharon commented during deliberation that it would be helpful next year to have the amount requested be on page one of the application and also for there to be an opportunity to have a narrative explaining the budget categories (like the one submitted by Mark Sandman #2012-15). Note to us that we should change this on our sample application on our website.

ITEM6 Publicity Initiatives. Margaret reported that she introduced herself to the new editor at the Arlington Advocate; Margaret will look into keeping ACC in the paper by submitting upcoming ACC program dates into the Advocate calendar. Also, it was discussed that we try to get a piece submitted that introduces the 2012 grant recipients.

ITEM7 Upcoming Events.

- MCC online survey completed by December 16, 2011
- MCC event at State House, Weds., Feb. 8, 2012

ITEM5 New Business

- Annual Report. Stephanie will write up the Annual Report that is due to MCC by Jan. 17, 2012
- Discussion of ACC Roles and Responsibilities. Eliza presented a draft copy of "ACC Roles and Responsibilities" for discussion. She asked people to review the roles and come to the January meeting prepared to take on a new role. We also discussed the timing of people cycling off the council and what positions would be open (Sharon will be leaving the council in July 2012). For now, the five elected positions are held by Stephanie and Anyah as Co-Chairs, Sharon as Treasurer, Eliza as Recording Secretary, and Karin as Corresponding Secretary. Scott and Margaret are in charge of Website and Print Publicity.
- Summit in 2012? To be discussed in January

Meeting was adjourned at 8:55 pm

Submitted by Eliza Burden, Recording Secretary

Reserved rooms for the following upcoming meetings:

Mon., Jan. 9, ACC Meeting, 4th Floor Conference Room, Robbins Library, 7:30 pm

Mon., Feb. 13, ACC Meeting, 4th Floor Conference Room, Robbins Library, 7:30 pm

Mon., March 12, ACC Meeting, 4th Floor Conference Room, Robbins Library, 7:30 pm